

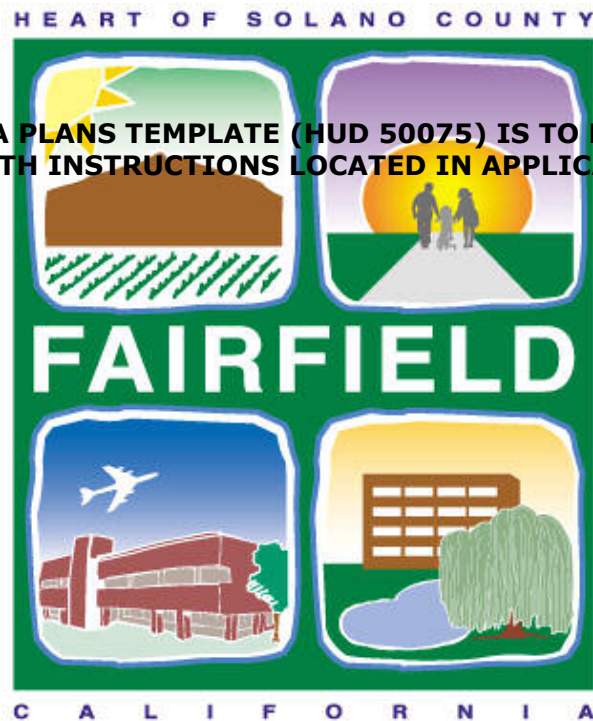
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2010

Annual Plan for Fiscal Year 2007 - 2008

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES



PHA Plan Agency Identification

PHA Name: Fairfield Housing Authority
CA065

PHA Number:

PHA Fiscal Year Beginning: (mm/yyyy) 07-2007

PHA Programs Administered:

☐ Public Housing and Section 8 ☒ Section 8 Only ☐ Public Housing Only

Number of public housing units: Number of S8 units: Number of public housing units:

N/A

851 Housing Choice Vouchers

N/A

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
Fairfield Housing Authority, 823-B Jefferson St., Fairfield, CA 94533
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA

Fairfield Housing Authority, 823-B Jefferson St., Fairfield, CA 94533

- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
 - Fairfield City Hall, City Clerks Office, 1000 Webster St., Fairfield, CA 94533
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
 - Fairfield Library, 1200 Kentucky St., Fairfield, CA 94533
- ☒ PHA website
 - www.ci.fairfield.ca.us
- ☒ Other (list below)
 - City Hall at the Mall, Solano Mall 1350 Travis Blvd., Fairfield, CA
 - Fairfield Transportation Center, 2000 Cadenasso Dr., Fairfield, CA

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Other (list below)

Fairfield City Hall Administrative Offices

5-YEAR PLAN PHA FISCAL YEARS 2005 - 2010

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)
The mission of the City of Fairfield Housing Authority is to assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical and professional manner. We will create and maintain partnerships with our clients and appropriate community agencies in order to accomplish this mission.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
- Objectives:
- ☒ Apply for additional rental vouchers:
Apply for new vouchers to serve the elderly or disabled residents
- ☐ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:

Increase number of families participating in the Section 8 Homeownership program

- ☐ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

- ☐ Improve public housing management: (PHAS score)
- ☒ Improve voucher management: (SEMAP score)
 - Obtain and maintain the High Performer designation
- ☐ Increase customer satisfaction:
- ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Open the wait list and develop a process to keep it open indefinitely
 - Increase availability of housing documents in other languages
 - Revise FHA Administrative Plan
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:
 - Offer weekly voucher briefings for incoming and outgoing portable families
- ☒ Conduct outreach efforts to potential voucher landlords
 - Provide Section 8 information at monthly owner/landlord workshops

-
- ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
Maintain Laurel Gardens Apartments for homeless or disabled project based voucher holders
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
 - Maintain current employment and training opportunities offered by the local Workforce Investment Board (WIB) or

the Solano Employment Connection in the Housing Authority Lobby

- Require zero income families to report monthly their family finances to reduce fraud and encourage employment
- Encourage eligible families to enroll in the Family Self Sufficiency program

☐ Provide or attract supportive services to improve assistance recipients' employability:

☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Educate staff on the available resources in the community to assist clients

☒ Other: (list below)

Obtain and maintain Family Self Sufficiency enrollment to the maximum number of 50 participants

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

☒ Other: (list below)

- Provide fair housing information at the monthly owner/landlord workshops
- Provide fair housing information at transfer and portability briefings

Other PHA Goals and Objectives: (list below)

- Maintain minimum lease-up rate of 97%.
- Strive for Outstanding SEMAP score.
- Maintain acceptable customer service standards with reduced staff and increase work load.
- Keep employees and participants informed of new HUD policies or regulations.
- Adopt and Implement the following policy regarding Violence Against Woman Reauthorization Act of 2005 (VAWA).

An individual must certify via a HUD-approved certification form that the individual is a victim of domestic violence, dating violence, or stalking, and that the incident or incidents in question are bona fide incidents of the actual or threatened abuse; as well as to provide any documentation required by the FHA such as a police report or court record relating to the incident. All information must be kept confidential.

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

**Standard Plan****Troubled Agency Plan****i. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Fairfield Housing Authority (FHA) has 851 vouchers serving eligible low and moderate-income residents in Fairfield. Total population of Fairfield as reported in the 2000 Census is 96,178 persons, which includes 31,819 children. 8,496 residents or 9.3% of the population has income below the national poverty levels. The residents of Fairfield are both young and diverse

- 73% of the population is less than 45 years old
- 31% of the population is under 18 years old
- 9% is over the age of 65 years old

Fairfield has some of the lowest housing costs relative to the San Francisco Bay Area. While considered affordable, Fairfield's median sales price in August 2006, was reported at \$464,000. Rental housing is also less expensive than the Bay Area, but the average two bedroom rent approved by the Fairfield Housing Authority in August 2006, was \$924, which was above the \$867 Payment Standard published by HUD in October 2005.

This fiscal year will be challenging for the Fairfield Housing Authority.

- FHA will open the wait list. This process historically brings in several thousand applications that need to be processed and input in the computer system.
- FHA will apply for any additional vouchers offered by HUD. The Housing Authority is currently over 100% leased up which indicates a continued need in our community for rental assistance.
- FHA is revising all chapters of the Administrative Plan to conform to current policies and practices of the Section 8 program.
- FHA will maintain the Payment Standard at 110%, as funding allows.

ii. Table of Contents

[24 CFR Part 903.7 9 (r)] Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

I.	EXECUTIVE SUMMARY OF THE ANNUAL PHA PLAN	6
II.	TABLE OF CONTENTS	7
1.	<i>Statement of Housing Needs</i>	<i>15</i>
2.	<i>Statement of Financial Resources.....</i>	<i>22</i>
3.	<i>PHA Policies Governing Eligibility, Selection, and Admissions</i>	<i>24</i>
4.	<i>PHA Rent Determination Policies.....</i>	<i>34</i>
5.	<i>Operations and Management.....</i>	<i>39</i>
6.	<i>PHA Grievance Procedures.....</i>	<i>41</i>
7.	<i>Capital Improvement Needs</i>	<i>42</i>
8.	<i>Demolition and Disposition.....</i>	<i>43</i>
9.	<i>Designation of Public Housing</i>	<i>44</i>
10.	<i>Conversion of Public Housing to Tenant-Based Assistance</i>	<i>45</i>
11.	<i>Homeownership Programs Administered by the PHA.....</i>	<i>47</i>
12.	<i>PHA Community Service and Self-sufficiency Programs</i>	<i>49</i>
13.	<i>PHA Safety and Crime Prevention Measures.....</i>	<i>52</i>
14.	<i>Reserved For Pet Policy.....</i>	<i>54</i>
15.	<i>Civil Rights Certifications.....</i>	<i>54</i>

16.	<i>Fiscal Audit</i>	54
17.	<i>PHA Asset Management</i>	54
18.	<i>Other Information</i>	55
19.	<i>Attachments</i>	63
	Attachment A ~ Housing Needs Table.....	64
	Attachment B ~ FMR, Payment Standards & Fees.....	66
	Attachment C ~ Section 8 Unit Distribution.....	67
	Attachment D ~ Organizational Chart	68
	Attachment E ~ Housing Quality Standards.....	69
	Attachment F ~ Housekeeping Standards	71
	Attachment G ~ Homeownership Program	73
	Attachment H ~ Resident Advisory Board (RAB)	77
	Attachment I ~ City Council Resolution.....	78
	Attachment J ~ Public Comment Period	79
20.	<i>Table Library</i>	80

ATTACHMENTS

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration
- ☐ FY 2005 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ List of Resident Advisory Board Members (See attachments)
- ☐ List of Resident Board Member
- ☐ Community Service Description of Implementation
- ☐ Information on Pet Policy
- ☒ Section 8 Homeownership Capacity Statement, if applicable (See attachments)
- ☒ Description of Homeownership Programs, if applicable (See attachments)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☐ FY 2005 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
 - Attachment A – Housing Needs from CHAS data
 - Attachment B – Current Payment Standards by voucher size
 - Attachment C – Map showing concentration of assisted units
 - Attachment D – FHA Organizational Chart
 - Attachment E – Inspection Checklist
 - Attachment F – Housekeeping Requirements
 - Attachment G – Section 8 Homeownership Program
 - Attachment H – Resident Advisory Board Members and Survey
 - Attachment I – City Council Resolution

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	<i>Supporting Document</i>	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	deconcentration and income mixing analysis	
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated	Annual Plan: Designation of Public

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Housing Plans)	Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall l	Afford - ability	Suppl y	Qualit y	Acces s- ibility	Size	Loca- tion
Income <= 30% of AMI	3318	5	3	4	2	2	2
Income >30% but <=50% of AMI	1481	5	3	4	2	2	2
Income >50% but <80% of AMI	1488	5	3	4	2	2	2
Elderly	600	5	3	4	5	2	2
Families with Disabilities	710	5	3	4	5	2	2
White/ Hispanic	1248	5	3	4	2	2	2
White/Non-Hispanic	2060	5	3	4	2	2	2
Black/Non-Hispanic	1265	5	3	4	2	2	2
Asian/Non-Hispanic	535	5	3	4	2	2	2
Pacific Islander /Non-Hispanic	80	5	3	4	2	2	2
Native American /Non-Hispanic	50	5	3	4	2	2	2

Housing Needs as determined by the Comprehensive Housing Affordability Strategy ("CHAS") dataset. (See attachments)

What sources of information did the PHA use to conduct this analysis?
(Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s Indicate year: 2007-2012
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data Indicate year:
- ☒ Other housing market study
- City of Fairfield Affordable Housing Implementation Plan 12/2004
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	765		
Extremely low income <=30% AMI	592	77.39	
Very low income (>30% but <=50% AMI)	173	22.61	
Low income	0	0	

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)			
Families with children	522	68.24	
Elderly families	46	6.01	
Families with Disabilities	165	21.57	
Asian	33	4.31	
Black	513	67.06	
Native American	9	1.18	
Pacific Island	11	1.44	
White	81	10.59	
Hispanic	60	7.84	
Non Hispanic	704	92.03	

Characteristics- by BR Size- (Public Housing- Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☐ No ☒ Yes

If yes:

How long has it been closed (# of months)? 48 months

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☒ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☒ No ☐ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

-
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Payment Standard is currently at 110% of Payment Standards by voucher size (See attachments)
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain current list of units available to Section 8 families
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain active membership in with the California Apartment Association
 - Sponsor and participate in the monthly landlord/owner workshops
 - Market program benefits during community functions
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Develop effective communication with the police department to obtain criminal history on applicants and participants
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- Need for additional vouchers for Elderly Disabled residents
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Look for opportunities to increase Section 8 Homeownership participation
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Support and collaborate with other housing or homeless programs in Fairfield
- Laurel Gardens Apartments and Independent Living Resources
 - Laurel Gardens and Caminar
- ☒ Other: (list below)

Examine viability of Project Based Vouchers for elderly and disabled residents

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
Continue to provide housing assistance to any eligible family regardless of race or ethnicity
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
 - Provide city map showing the areas of concentration at the voucher briefing (See attachments)
 - Provide current list of rental units available to Section 8 participants
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
 - Maintain active membership in with the California Apartment Association
 - Sponsor and participate in the monthly landlord/owner workshops
 - Market program benefits during community activities

☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Public Housing Operating Fund		
2. Public Housing Capital Fund		
3. HOPE VI Revitalization		
4. HOPE VI Demolition		
5. Annual Contributions for Section 8 Tenant-Based Assistance	7,378,632	7,378,632
6. Public Housing Drug Elimination Program (including any Technical Assistance funds)		
7. Resident Opportunity and Self-Sufficiency Grants		
8. Community Development Block Grant	848,069	848,069
9. HOME		
Other Federal Grants (list below)		
Family Self Sufficiency Grant	131,000	131,000
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	8,357,701	8,357,701

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community wide list
- ☐ Sub-jurisdictional lists
- ☐ Site based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3)**

Assignment

1. How many site-based waiting lists will the PHA operate in the coming year? _____

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?
If yes, how many lists? _____

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
_____ If yes, how many lists? _____

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:-

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

☐ Emergencies

☐ Overhoused

☐ Underhoused

☐ Medical justification

☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)

☐ Resident choice: (state circumstances below)

☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

☐ Victims of domestic violence

☐ Substandard housing

☐ Homelessness

☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

☐ Working families and those unable to work because of age or disability

☐ Veterans and veterans' families

-
- ☐ ~~Residents who live and/or work in the jurisdiction~~
- ☐ ~~Those enrolled currently in educational, training, or upward mobility programs~~
- ☐ ~~Households that contribute to meeting income goals (broad range of incomes)~~
- ☐ ~~Households that contribute to meeting income requirements (targeting)~~
- ☐ ~~Those previously enrolled in educational, training, or upward mobility programs~~
- ☐ ~~Victims of reprisals or hate crimes~~
- ☐ ~~Other preference(s) (list below)~~

~~3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.~~

~~_____ Date and Time~~

~~Former Federal preferences:~~

- ~~_____ Involuntary Displacement (Disaster, Government Action, Action of Housing~~
- ~~_____ Owner, Inaccessibility, Property Disposition)~~
- ~~_____ Victims of domestic violence~~
- ~~_____ Substandard housing~~
- ~~_____ Homelessness~~
- ~~_____ High rent burden~~

~~Other preferences (select all that apply)~~

- ☐ ~~Working families and those unable to work because of age or disability~~
- ☐ ~~Veterans and veterans' families~~
- ☐ ~~Residents who live and/or work in the jurisdiction~~
- ☐ ~~Those enrolled currently in educational, training, or upward mobility programs~~
- ☐ ~~Households that contribute to meeting income goals (broad range of incomes)~~
- ☐ ~~Households that contribute to meeting income requirements (targeting)~~
- ☐ ~~Those previously enrolled in educational, training, or upward mobility programs~~
- ☐ ~~Victims of reprisals or hate crimes~~
- ☐ ~~Other preference(s) (list below)~~

~~4. Relationship of preferences to income targeting requirements:~~

-
- ☐ — ~~The PHA applies preferences within income tiers~~
- ☐ — ~~Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements~~

(5) Occupancy

a. ~~What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)~~

- ☐ — ~~The PHA resident lease~~
- ☐ — ~~The PHA's Admissions and (Continued) Occupancy policy~~
- ☐ — ~~PHA briefing seminars or written materials~~
- ☐ — ~~Other source (list)~~

b. ~~How often must residents notify the PHA of changes in family composition? — (select all that apply)~~

- ☐ — ~~At an annual reexamination and lease renewal~~
- ☐ — ~~Any time family composition changes~~
- ☐ — ~~At family request for revision~~
- ☐ — ~~Other (list)~~

(6) Deconcentration and Income Mixing

a. ☐ — Yes ☐ — No: ~~Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?~~

b. ☐ — Yes ☐ — No: ~~Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?~~

c. ~~If the answer to b was yes, what changes were adopted? (select all that apply)~~

- ☐ — ~~Adoption of site-based waiting lists~~
~~If selected, list targeted developments below:~~
- ☐ — ~~Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments~~
~~If selected, list targeted developments below:~~
- ☐ — ~~Employing new admission preferences at targeted developments~~
~~If selected, list targeted developments below:~~

☐ ~~Other (list policies and developments targeted below)~~

d. ☐ ~~Yes~~ ☐ ~~No~~: Did the PHA adopt any changes to ~~other~~ policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. ~~If the answer to d was yes, how would you describe these changes? (select all that apply)~~

- ☐ ~~Additional affirmative marketing~~
- ☐ ~~Actions to improve the marketability of certain developments~~
- ☐ ~~Adoption or adjustment of ceiling rents for certain developments~~
- ☐ ~~Adoption of rent incentives to encourage deconcentration of poverty and income mixing~~
- ☐ ~~Other (list below)~~

f. ~~Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher income families? (select all that apply)~~

- ☐ ~~Not applicable: results of analysis did not indicate a need for such efforts~~
- ☐ ~~List (any applicable) developments below:~~

g. ~~Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower income families? (select all that apply)~~

- ☐ ~~Not applicable: results of analysis did not indicate a need for such efforts~~
- ☐ ~~List (any applicable) developments below:~~

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation

☒ Criminal and drug-related activity, more extensively than required by law or regulation

- FHA will deny assistance to any person currently on parole.
- FHA conducts background checks on all incoming portable families.

☐ More general screening than criminal and drug-related activity (list factors below)

☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

FHA has an agreement with the Fairfield Police Department to obtain criminal or drug related information regarding applicants, incoming portable families or any assisted family that has current police contact in violation of their family obligations.

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

☒ Other (describe below)

- FHA will furnish prospective owners who request the information in writing, the family's current address and owner information as well as their prior address and owner information.
- Any damage claims owed to the FHA

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

When the wait list is open, people may apply at the FHA office which is located at 823-B Jefferson St., Fairfield, CA 94533

☒ Other (list below)

FHA will make the application available at multiple sites such as on the website, with non-profits organizations and at other public locations that are convenient to low and moderate income residents.

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The FHA will grant extension two 30 day extensions beyond the initial 60 days under these circumstances:

- The request is made in writing
- The family has made reasonable attempts to locate a suitable unit
- The request is based on reasonable accommodation for a disability

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent

(5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Families who are displaced due to a natural disaster. They must apply within two months of the disaster and have a number assigned by FEMA
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
Homeless families who receive services from a local agency
Elderly Disabled

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ Date and Time

Former Federal preferences

- ☒ **1.** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ **4.** Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ **5.** Veterans and veterans' families
- ☒ **3.** Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
- 2.** Elderly Disabled Households

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☒ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- Local Newspaper
- ☒ Other (list below)
- E-mail, US Mail to interested social service agencies.
 - Announcement posted in FHA lobby and on website

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income-Based Rent Policies

Describe the PHA's income-based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ ~~The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))~~

~~---or---~~

☐ ~~The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)~~

~~b. Minimum Rent~~

~~1. What amount best reflects the PHA's minimum rent? (select one)~~

- ☐ ~~\$0~~
☐ ~~\$1-\$25~~
☐ ~~\$26-\$50~~

~~2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent-hardship exemption policies?~~

~~3. If yes to question 2, list these policies below:~~

~~c. Rents set at less than 30% than adjusted income~~

~~1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or _____ percentage less than 30% of adjusted income?~~

~~2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:~~

~~d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)~~

- ☐ ~~For the earned income of a previously unemployed household member~~
☐ ~~For increases in earned income~~
☐ ~~Fixed amount (other than general rent setting policy)~~
~~If yes, state amount/s and circumstances below:~~

☐ ~~Fixed percentage (other than general rent setting policy)~~
~~If yes, state percentage/s and circumstances below:~~

- ☐ ~~For household heads~~
☐ ~~For other family members~~

- ☐ ~~For transportation expenses~~
- ☐ ~~For the non-reimbursed medical expenses of non-disabled or non-elderly families~~
- ☐ ~~Other (describe below)~~

e. ~~Ceiling rents~~

1. ~~Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)~~

- ☐ ~~Yes for all developments~~
- ☐ ~~Yes but only for some developments~~
- ☐ ~~No~~

2. ~~For which kinds of developments are ceiling rents in place? (select all that apply)~~

- ☐ ~~For all developments~~
- ☐ ~~For all general occupancy developments (not elderly or disabled or elderly only)~~
- ☐ ~~For specified general occupancy developments~~
- ☐ ~~For certain parts of developments; e.g., the high-rise portion~~
- ☐ ~~For certain size units; e.g., larger bedroom sizes~~
- ☐ ~~Other (list below)~~

3. ~~Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)~~

- ☐ ~~Market comparability study~~
- ☐ ~~Fair market rents (FMR)~~
- ☐ ~~95th percentile rents~~
- ☐ ~~75 percent of operating costs~~
- ☐ ~~100 percent of operating costs for general occupancy (family) developments~~
- ☐ ~~Operating costs plus debt service~~
- ☐ ~~The "rental value" of the unit~~
- ☐ ~~Other (list below)~~

f. ~~Rent re-determinations:~~

1. ~~Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)~~

- ☐ ~~Never~~
- ☐ ~~At family option~~

- ☐ ~~Any time the family experiences an income increase~~
☐ ~~Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____~~
☐ ~~Other (list below)~~

g. ☐ Yes ☐ No: ~~Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12-month disallowance of earned income and phasing in of rent increases in the next year?~~

(2) Flat Rents

1. ~~In setting the market based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)~~
- ☐ ~~The section 8 rent reasonableness study of comparable housing~~
☐ ~~Survey of rents listed in local newspaper~~
☐ ~~Survey of similar unassisted units in the neighborhood~~
☐ ~~Other (list/describe below)~~

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
FHA uses 110% of the payment standard to assist clients find affordable and suitable units
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

-
- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - ☐ The PHA has chosen to serve additional families by lowering the payment standard
 - ☐ Reflects market or submarket
 - ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☒ Other (list below)

Monthly - landlord check run is compared to the ACC

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

The family must notify the FHA in writing of a rent hardship. The circumstances will be reviewed and must fall under one of the following to be approved:

- Family has lost or is waiting for financial eligibility for State, Federal or local assistance
- Family would be evicted as a result of the minimum rent
- Family lost income due to changes in employment, death in the family or other circumstances verified by the FHA.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- FHA Organizational Chart Provide city map showing the areas of concentration at the voucher briefing (See attachments)
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	851	20% - 170 units
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose		

Section 8 Certificates/Vouch ers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1)Public Housing Maintenance and Management: (list below)
Not Applicable

(2)Section 8 Management: (list below)

- The FHA requires the unit to free from infestation at the initial inspection.
- Inspection Checklist Provide city map showing the areas of concentration at the voucher briefing (See attachments)
- The family must maintain the unit to prevent any infestations to occur.
Housekeeping Requirements (See Attachments)
- If infestation is noted during the tenancy, it is the responsibility of the owner to alleviate the problem. If it is determined the tenant caused the infestation, the tenant will be required to attend a housekeeping workshop offered by the FHA to learn techniques to prevent a reoccurrence.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

~~A. Public Housing~~

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office
- ☐ PHA development management offices
- ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
- FHA Office, 823-B Jefferson St., Fairfield, CA 94533
- ☐ Other (list below)

7. Capital Improvement Needs

~Not Applicable~

{24 CFR Part 903.7-9 (g)}

Exemptions from Component 7: Section 8-only PHAs are not required to complete this component and may skip to Component 8.

~~A. Capital Fund Activities~~

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long term physical and

social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) _____

~~or~~

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) _____

~~or~~

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5-Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

~~1. Development name:~~~~2. Development (project) number:~~~~3. Status of grant: (select the statement that best describes the current status)–~~

- ~~☐ — Revitalization Plan under development~~
~~☐ — Revitalization Plan submitted, pending approval~~
~~☐ — Revitalization Plan approved~~
~~☐ — Activities pursuant to an approved Revitalization Plan underway~~

~~☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?~~~~If yes, list development name/s below:~~~~☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?~~~~If yes, list developments or activities below:~~~~☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?~~~~If yes, list developments or activities below:~~**8. Demolition and Disposition****~ Not Applicable~**~~{24 CFR Part 903.7 9 (h)}~~~~Applicability of component 8: Section 8 only PHAs are not required to complete this section.~~~~1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)~~~~2. Activity Description~~~~☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)~~**Demolition/Disposition Activity Description**~~1a. Development name:~~~~1b. Development (project) number:~~

2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)- Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: _____ 6. Coverage of action (select one)- <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing

for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

~Not Applicable~

{24 CFR Part 903.7 9 (i)}

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: _____ Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: _____ Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:— Occupancy by only the elderly—<input type="checkbox"/> Occupancy by families with disabilities—<input type="checkbox"/> Occupancy by only elderly families and families with disabilities—<input type="checkbox"/>
3. Application status (select one)— Approved; included in the PHA's Designation Plan—<input type="checkbox"/> Submitted, pending approval—<input type="checkbox"/> Planned application—<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one)— <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected: ——— 7. Coverage of action (select one)— <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

~Not Applicable~

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

~~A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act~~

1. ☐ Yes ☐ No: ——— Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

~~2. Activity Description~~

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

~~B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937~~**~~C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937~~****11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

~~A. Public Housing~~~~Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.~~

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z 4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:— <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership

Plan/Program- <input type="checkbox"/> Submitted, pending approval- <input type="checkbox"/> Planned application-
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: _____ 6. Coverage of action: (select one)- <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
- No more than 2% of the Section 8 participants per year
 - 2% of 851 = 17 participants per year
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

- ☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

- Family must reside in Fairfield for 12 months prior to participating in the Homeownership Option
- Family must attend the Homebuyer's Club program offered by Vallejo Neighborhood Housing Services
- Family must have passed the two most recent HQS inspections
- Current owner must certify that the monthly tenant rent is paid on time and in full according to the rental contract

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?

DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General**a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation

See Attachment G - FHA Homeownership Requirements

- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ **No:** Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

--	--	--	--	--

(2) Family Self Sufficiency program/s**a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 03/09/2007)
Public Housing	N/A	N/A
Section 8	16	36

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
13. PHA Safety and Crime Prevention Measures**~Not Applicable~**

[24 CFR Part 903.7-9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

~~A. Need for measures to ensure the safety of public housing residents~~

~~1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)~~

- ☐ ~~High incidence of violent and/or drug-related crime in some or all of the PHA's developments~~
- ☐ ~~High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments~~
- ☐ ~~Residents fearful for their safety and/or the safety of their children~~
- ☐ ~~Observed lower level crime, vandalism and/or graffiti~~
- ☐ ~~People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime~~
- ☐ ~~Other (describe below)~~

~~2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).~~

- ☐ ~~Safety and security survey of residents~~
- ☐ ~~Analysis of crime statistics over time for crimes committed "in and around" public housing authority~~
- ☐ ~~Analysis of cost trends over time for repair of vandalism and removal of graffiti~~
- ☐ ~~Resident reports~~
- ☐ ~~PHA employee reports~~
- ☐ ~~Police reports~~
- ☐ ~~Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs~~
- ☐ ~~Other (describe below)~~

~~3. Which developments are most affected? (list below)~~

~~B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year~~

~~1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)~~

- ☐ ~~Contracting with outside and/or resident organizations for the provision of crime and/or drug prevention activities~~
- ☐ ~~Crime Prevention Through Environmental Design~~

- ☐ ~~Activities targeted to at-risk youth, adults, or seniors~~
☐ ~~Volunteer Resident Patrol/Block Watchers Program~~
☐ ~~Other (describe below)~~

2. ~~Which developments are most affected? (list below)~~

~~C. Coordination between PHA and the police~~

1. ~~Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)~~

- ☐ ~~Police involvement in development, implementation, and/or ongoing evaluation of drug elimination plan~~
☐ ~~Police provide crime data to housing authority staff for analysis and action~~
☐ ~~Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)~~
☐ ~~Police regularly testify in and otherwise support eviction cases~~
☐ ~~Police regularly meet with the PHA management and residents~~
☐ ~~Agreement between PHA and local law enforcement agency for provision of above baseline law enforcement services~~
☐ ~~Other activities (list below)~~

2. ~~Which developments are most affected? (list below)~~

~~D. Additional information as required by PHDEP/PHDEP Plan~~

~~PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.~~

- ☐ Yes ☐ No: ~~Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?~~
☐ Yes ☐ No: ~~Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?~~
☐ Yes ☐ No: ~~This PHDEP Plan is an Attachment. (Attachment Filename: _____)~~

14. Reserved For Pet Policy

~Not Applicable~

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
~Not Applicable~
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
~Not Applicable~
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management**~Not Applicable~**

[24 CFR Part 903.7 9 (q)]

~~Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.~~

1. ☐ Yes ☐ No: ~~Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?~~
2. ~~What types of asset management activities will the PHA undertake? (select all that apply)~~
 - ☐ ~~Not applicable~~
 - ☐ ~~Private management~~
 - ☐ ~~Development-based accounting~~
 - ☐ ~~Comprehensive stock assessment~~
 - ☐ ~~Other: (list below)~~
3. ☐ Yes ☐ No: ~~Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?~~

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations**PENDING BOARD MEETING ON APRIL 12,
2007**

1. ☐ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - ☐ Attached as an Attachment (File name)
 - ☒ Provided below:

"This meeting was very productive. I concur with the proposed and current changes that will have a positive impact on the participants on Section 8. In summary, self-sufficiency is most essential in our today's society. Thank you and keep up the good work." ~ Ed Hall

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
The FHA is exempt from the election requirements based on 964.425 (b).

2. ☐ Yes ☐ No: ~~Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)~~

~~3. Description of Resident Election Process~~

~~a. Nomination of candidates for place on the ballot: (select all that apply)~~

- ☐ ~~Candidates were nominated by resident and assisted family organizations~~
- ☐ ~~Candidates could be nominated by any adult recipient of PHA assistance~~
- ☐ ~~Self nomination: Candidates registered with the PHA and requested a place on ballot~~
- ☐ ~~Other: (describe)~~

~~b. Eligible candidates: (select one)~~

- ☐ ~~Any recipient of PHA assistance~~
- ☐ ~~Any head of household receiving PHA assistance~~
- ☐ ~~Any adult recipient of PHA assistance~~
- ☐ ~~Any adult member of a resident or assisted family organization~~
- ☐ ~~Other (list)~~

~~c. Eligible voters: (select all that apply)~~

- ☐ ~~All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)~~
- ☐ ~~Representatives of all PHA resident and assisted family organizations~~
- ☐ ~~Other (list)~~

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
City of Fairfield, California
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Maintain 100% lease up of all 851 Section 8 vouchers
 - Open the wait list to low and moderate-income families
 - Maintain 50 families in the Family Self Sufficiency program
 - Encourage eligible families towards self-sufficiency and Section 8 Homeownership
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Annual Action Plan for FY 2007-2008 will outline an investment of over \$845,000 of CDBG funds that will primarily be used for neighborhood improvement and social services in 4 targeted areas of the city. These targeted areas include; all Low/Moderate income census tracts, the 10 census tracts with the highest crime rate per

capita, those areas with a local designation of Quality Neighborhoods and the 80 to 80 corridor.

The Five Year Consolidated Plan for FY 2007-2012 outlined a strategy to put funding directly into neighborhoods needing the most economic or social services support. The priorities were established using a review of the housing stock and market conditions, data from the Fairfield Police Department showing areas of high crime and input from community leaders, non-profits and service providers as well as a community survey.

Based on the information gathered, it is apparent that the low and moderate-income renters struggle with housing affordability in Fairfield. The Section 8 Housing Choice Voucher program, along with the Family Self Sufficiency Program and the Section 8 Homeownership program are invaluable tools to maintain long-term housing affordability.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

**Standard PHA Plan
PHA Certifications of
Compliance****U.S. Department of Housing and Urban
Development**
Office of Public and Indian Housing

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the Standard Annual PHA Plans**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the **XX_Standard Annual**, ____ standard 5-Year/Annual or ____ streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning **July 1, 2007**, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.

7. For PHA Plan that includes a policy for site based waiting lists:

- a) The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - b) The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - c) Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD.
 - d) The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - e) The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.

16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Fairfield Housing Authority

CA065

HA Name

PHA Number/HA Code

XX Standard PHA Plan for Fiscal Year: 2007-2008

___ Standard 5-Year PHA Plan for Fiscal Years 20__ - 20__,
Including Annual Plan for FY 20__

___ Streamlined Five-Year PHA Plan for Fiscal Years _____
Including Annual Plan for FY _____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Kevin O'Rourke	Executive Director
Signature	Date
X	

19. **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

Attachment A – Housing Needs

Attachment B - Applicable Payment Standards and Income Limits

Attachment C – Map showing concentration of assisted units

Attachment D – FHA Organizational Chart

Attachment E - Inspection Checklist

Attachment F - Housekeeping Requirements

Attachment G – FHA Homeownership Requirements

Attachment H – City Council Resolution

Attachment I – List of Resident Advisory Board Members

Attachment J – Description of Section 8 Homeownership Program

Attachment A ~ Housing Needs TableHousing Problems
Output for -All
Households

Name of Jurisdiction: Fairfield(CDBG), California			Source of Data: CHAS Data Book			Data Current as of: 2000					
	Renters					Owners					
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households (A)	Small Related (2 to 4) (B)	Large Related (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small Related (2 to 4) (G)	Large Related (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)
1. Household Income <=50% MFI	533	2,403	758	703	4,397	940	541	257	317	2,055	6,452
2. Household Income <=30% MFI	349	981	351	456	2,137	335	214	115	182	846	2,983
3. % with any housing problems	73.9	71.4	90.3	74.6	75.6	75.8	73.4	84.3	94.5	80.4	76.9
4. % Cost Burden >30%	69.9	69.3	83.2	74.6	72.8	75.8	71.5	84.3	94.5	79.9	74.8
5. % Cost Burden >50%	47.9	59	58.1	69.7	59.3	57.6	66.8	80.9	87.9	69.6	62.3
6. Household Income >30% to <=50% MFI	184	1,422	407	247	2,260	605	327	142	135	1,209	3,469
7. % with any housing problems	59.2	62.4	69.5	81.8	65.5	40.7	74.9	88.7	68.1	58.6	63.1
8. % Cost Burden >30%	59.2	54.4	33.9	81.8	54.1	40.7	70.3	81.7	65.2	56.2	54.8
9. % Cost Burden >50%	25.5	14.3	2	41.3	16	25.5	45.3	38.7	57.8	36	22.9
10. Household Income >50 to <=80% MFI	176	1,600	545	848	3,169	965	972	483	305	2,725	5,894
11. % with any housing problems	55.1	34.8	74.1	50.7	46.9	34	66.9	80.1	62.6	57.1	51.6
12.% Cost Burden >30%	55.1	25.9	17.8	49.5	32.4	34	63	58.8	62.6	51.9	41.4
13. % Cost Burden >50%	22.7	3.1	1.8	2.1	3.7	9.1	19.1	13	27.9	15.5	9.1

14. Household Income >80% MFI	378	2,619	521	1,138	4,656	1,978	8,036	2,141	1,302	13,457	18,113
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households (A)	Small Related (2 to 4) (B)	Large Related (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small Related (2 to 4) (G)	Large Related (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)
19. % with any housing problems	55.6	36.6	67.4	40.6	43.8	26.2	27	42.5	45.2	31.2	36.3
20. % Cost Burden >30	53.4	29.4	29.1	39.5	33.7	26.2	24.9	25.9	44.8	27.4	29.9
21. % Cost Burden >50	26.1	12.6	12.2	16.7	14.6	12.8	6.1	8	18.6	9.1	11.3

Fairfield Housing Authority

Attachment B ~ FMR, Payment Standards & Fees

Effective 10/1/2006

Source: Federal Register 71 No. 187

	1 Br	2 Br	3 Br	4Br
Payment Standard (100%)	869	997	1398	1722
Payment Standard (110%)	956	1097	1538	1894

Port Fee	60.87	Effective 4/1/06
Admin Fee	48.70	
Single-wide Mobile Home	485	
Double-wide Mobile Home	485	

ELIGIBILITY INCOME LIMITS – Effective March 8, 2006

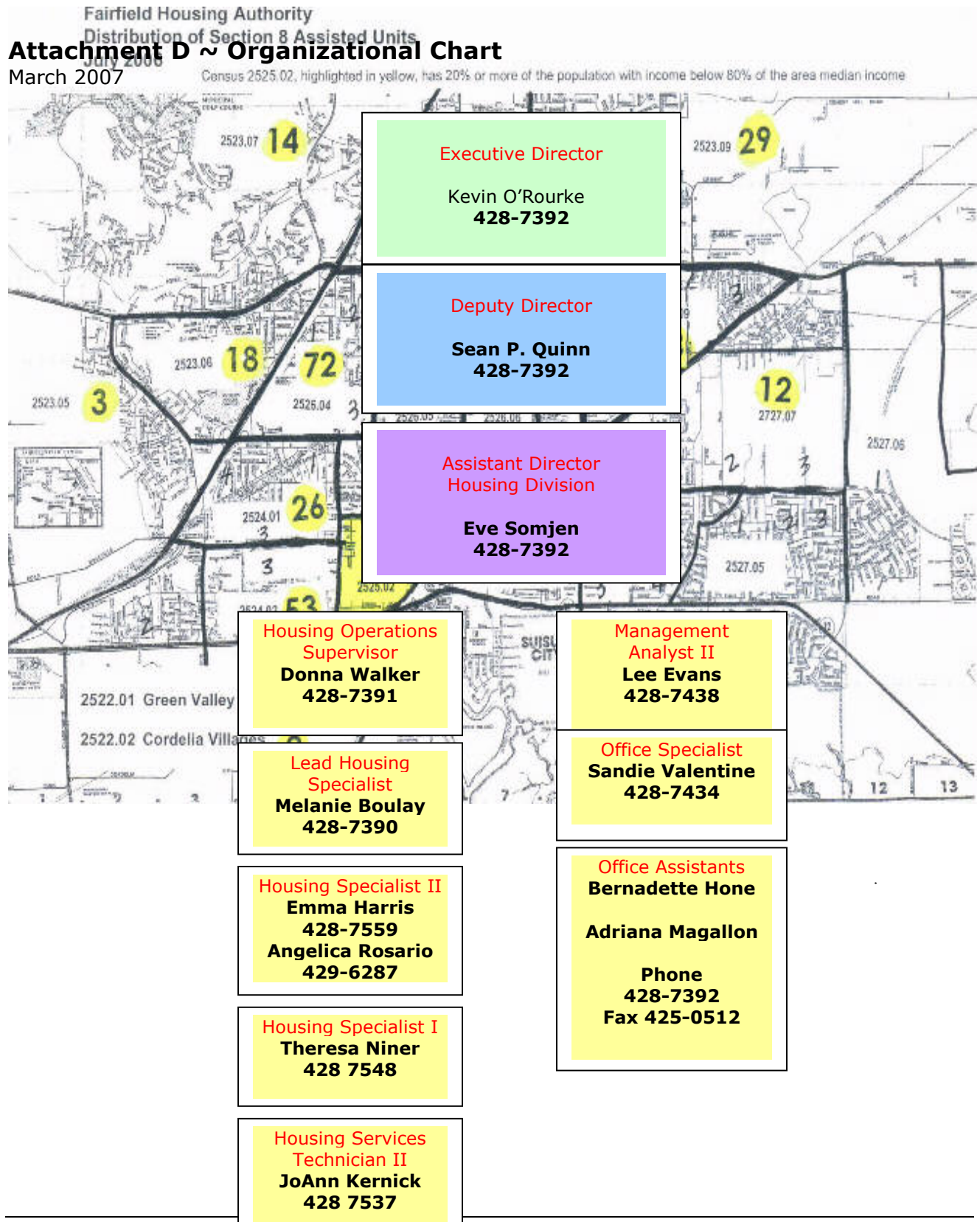
HUD Federal Register

<u>Family</u>	<u>Extremely Low (30%)</u>	<u>Very-low (50%)</u>	<u>Lower (80%)</u>
1	\$15,550	\$25,900	\$41,450
2	\$17,750	\$29,600	\$47,350
3	\$20,000	\$33,300	\$53,300
4	\$22,200	\$37,000	\$59,200
5	\$24,000	\$39,950	\$63,950
6	\$25,750	\$42,900	\$68,650
7	\$27,550	\$45,900	\$73,400
8	\$29,300	\$48,850	\$78,150

Attachment C ~ Section 8 Unit Distribution

Attachment D ~ Organizational Chart

March 2007



Attachment E ~ Housing Quality Standards

The following list includes some of the items the Housing Inspectors look for when conducting the HQS inspections. There may be other items that apply to your specific property.

1. Electricity – There must be two duplex receptacles, or one receptacle and a permanently installed ceiling or wall light fixture. (Bathrooms only need one permanently installed light fixture.)
2. Electrical Hazards—There must not be broken, non-insulated, or frayed wiring, or improper wiring or connections. Light fixtures must be secured (not hanging from wiring). All electrical cover plates must be in place. Breaker or fuse box must not have exposed electrical connections, and circuits must not be overloaded (frequent “blown” fuses).
3. Security—Windows and doors accessible to outside or common public hall must be lockable.
4. Windows w/screens—If window no longer has the ability to keep out wind and rain, or is a cutting hazard, it should be marked “fail.” Minor cracks or deterioration should still “pass.” Screens are required locally due to mosquitoes. (Windows not required in kitchen or bathrooms.)
5. Ceiling—Ceilings must not be “unsound or hazardous” (severe bulging or buckling, large holes, loose surface materials other than paper or paint).
6. Wall—Walls must not be “unsound or hazardous” (severe buckling, bulging, or leaning, damaged structural members, large holes, air infiltration).
7. Floor—Floors must not be “unsound or hazardous” (In danger of collapse or trip hazards).
8. Lead Paint—To fail, interior paint must be noticeably loose and separating from the surface material (chipping, peeling, cracking).
9. Stove & oven—Stove and oven must be present and operable. ⁽¹⁾
10. Refrigerator—A refrigerator must be present and working.⁽¹⁾
11. All appliances must be operable. A non-operational dishwasher, even if tenant agrees to accept the unit with it not working, will fail the inspection.
12. Sink—Sink must have hot & cold running water and properly connected drain, with no drips or leaks under the sink (inside cabinet).

-
13. Food Preparation & Storage—Some space must be available for storage and preparation of food. If there is no built-in space, a table for food preparation and a portable storage cabinet will satisfy the requirement.
 14. Flush toilet—Toilet must be in enclosed room in unit and operable.
 15. Lavatory—Washbasin must have hot and cold running water and properly connected drain, with no drips or leaks under the sink (inside cabinet). Must be separate from kitchen sink.
 16. No major infestation—No presence of rats, or severe infestation of mice or vermin.
 17. Tub of Shower—Tub or shower must have hot and cold running water and properly connected drain, and must be private.
 18. Bathroom Ventilation—There must be operable windows or a working ventilation fan.
 19. Stairs/Railings—Stairs, railings, and porches must not be unsound or hazardous.
 20. Smoke Detector—There must be a working smoke detector (battery or direct-wired).
 21. Foundation--Foundation must not be unsound or hazardous.
 22. Roof & Gutters—Roof and gutters must not be unsound or hazardous. Gutters and downspouts are not required to pass.
 23. Fence/Yard—Fences and yard, if any, shall be free of hazards.
 24. No garbage/debris—Unit to be free from heavy accumulation of garbage or debris inside and outside. Trashcans or dumpster must be available.
 25. Chimney—Chimney should not be seriously leaning or deteriorated.
 26. Heating system—Heating system should be present and adequate to heat all rooms used for living (either directly or indirectly).
 27. Cooling (if present)—If cooling is not present, windows must be operable.
 28. Hot Water heater—Hot water heater must have a properly installed temperature/pressure relief (TPR) valve and discharge line. Gas units should be vented. The area where the unit is located should be free of clutter.
 29. Plumbing—the main lines should be free from leaks.
 30. Sewer—Drain lines should be connected to City sewer and free from sewer back up.

(1) Appliance can be provided by landlord or tenant.

Attachment F ~ Housekeeping Standards

The Housing Authority is pleased to be of service to you and your family. The following standards are being offered as a means of helping you get the best out of your home and it's equipment. Please note that your lease requires that you maintain your unit in a decent, safe, and sanitary condition. The following are some helpful guidelines.

1. Thoroughly clean your cooking range, range hood, and filter inside and out as often as necessary. If the oven is self-cleaning, follow all the instructions for usage and do not use cleaning chemicals because this may cause damage to the cleaning element.
2. Defrost and clean your refrigerator at least once a month. Never use a knife or sharp tool to chip off the ice. A pan of hot water works best in speeding up the process.
3. Clean both sides of all windows periodically.
4. Thoroughly clean and sanitize the kitchen sink, bathroom sink, tub, and toilet, and remove hard water stains. Do not use abrasive cleaners or scratch pads on fiberglass tub or showers.
5. Wash and clean walls and all painted woodwork with soapy water. Do not use bleach or cleanser.
6. Sweep and mop all floors. Do not cement, staple, or nail rugs to the floor.
7. Remove all boxes, paper, garbage, and other rubbish daily to proper containers at designated locations to prevent roach or rodent infestations.
8. Periodically wash the outside walls of your apartment with a water hose.
9. Maintain all sidewalks, lawns, shrubbery and grounds in a clean and sanitary condition.
10. You will be responsible for all repairs and damages to your home due to tenant damages. This also includes your family and pets.

If you have any questions, please contact your Housing Specialist or landlord.

Attachment G ~ Homeownership Program

Fairfield Housing Authority

SECTION 8

HOUSING CHOICE VOUCHER



Melanie Boulay
Homeownership Coordinator
Fairfield Housing Authority
823-B Jefferson Street
Fairfield, CA 94533

(707) 429-7390

WHAT IS SECTION 8 HOMEOWNERSHIP?

The Fairfield Housing Authority (FHA) Section 8 Homeownership Program assists qualified Housing Choice Voucher participants by paying a portion of their monthly mortgage payment. The participant selects a lender, a realtor, and a home to purchase. The FHA pays a portion of the family's monthly mortgage payment directly to the lender. Section 8 participants who are consistently employed, elderly or disabled may be eligible for the program. The Homeownership Program will provide mortgage assistance to participants:

- For 15 years, if the mortgage term is 20 years or longer;
- For 10 years, if the mortgage term is less than 20 years;
(Elderly or disabled families are not subject to term limitations above)
- Until the participant is no longer eligible for a Mortgage Assistance Payment based on the household income; or
- Until the participant no longer participates in the Homeownership Program.

THE HOMEOWNERSHIP VOUCHER

The Fairfield Housing Authority will limit the number of Homeownership vouchers to no more than 17 per year. Once a participant is determined eligible, a Homeownership Voucher will be issued when available. The voucher allows the participant six months to search for suitable housing and financing.

During the six-month search period, the participant remains on the rental assistance program and is responsible for all the rules and obligations of the Section 8 program.

ELIGIBILITY REQUIREMENTSThe family must:

- Be a participant in the Housing Choice Voucher Program in Solano County for a minimum of 12 months;
- Be a first-time homeowner;
- Be consistently employed for at least one year, or if elderly or disabled, the family must have consistent income;
- Meet the minimum income requirement;
- Complete a homebuyer education course approved by the FHA;
- Have acceptable credit and income as determined by a mortgage lender approved by the FHA;
- Pass the two most recent HQS inspections of the rental unit; and
- Receive certification from the current landlord that rental payments are paid according to the lease agreement (on time and in full).

The family may not:

- Have outstanding debts with any housing authority;
- Have violations of the Section 8 Family Obligations or the rental lease agreement;
- Have defaulted on a previous mortgage while participating in a Section 8 Homeownership Program; or

- Have ownership interest in any other property or residence.

10 STEPS TO HOMEOWNERSHIP

1. Contact the Homeownership Coordinator to schedule an appointment to learn more about the program.
2. Complete an approved first time homebuyer course. These are provided by Vallejo Neighborhood Housing Services (552 4663) and Pacific Community Services (1-800-914-6874).
3. Meet the eligibility requirements for participation in the Homeownership Program.
4. See an approved lender to get pre-qualified for a mortgage loan.
5. Receive the next available Homeownership Voucher from the FHA.
6. Work with a realtor to find a suitable home for purchase.
7. Submit a sales agreement to the FHA for approval before the voucher expiration date. Do not sign an agreement before it is approved by the FHA.
8. Schedule an HQS inspection of the property with the FHA.
9. Hire a licensed home inspector to conduct an inspection of the property.

10. MOVE IN!



OTHER FACTORS TO CONSIDER

Remember: Do not sign a sales agreement until it is reviewed and approved by the Fairfield Housing Authority.

The family must provide a minimum down payment of 3% of the purchase price. At least 1% must come from the family's own funds. For example, the minimum down payment on a \$200,000 home is \$6,000. At least \$2,000 of this would be paid from the family's own funds. A larger downpayment is often needed to make the home purchase affordable. The FHA has funds available for downpayment assistance.

The home must pass a Housing Quality Standards (HQS) inspection by the FHA.

The participant must arrange and pay for a second inspection conducted by a licensed home inspector and submit a copy of that inspection to the FHA.

The Sales agreement must include that the participant:

- Is not obligated to complete purchase if inspections do not meet the FHA standards;
- Will not be obligated to pay for any repairs without the Housing Authority approval; and
- Will not be obligated to complete the purchase if the sales agreement or financing is not approved by the FHA.

***OTHER SOLANO COUNTY HOUSING AUTHORITIES OFFERING THE
HOMEOWNERSHIP OPTION***

Benicia Housing Authority
Julie Peterson, Executive Director
28 Riverhill Drive
Benicia CA 94510
(707) 745-2671

Vallejo Housing Authority
Maria Gonzales, Homeownership Coordinator
200 Georgia Street
Vallejo CA 94590
(707) 649-5419

Vacaville Housing Authority
Solano County Housing Authority
Emily Cantu, Family Self Sufficiency Coordinator
40 Eldridge Avenue
Vacaville, CA 95688
(707) 449-5688



Attachment H ~ Resident Advisory Board (RAB)

The Fairfield Housing Authority considers all Section 8 participants as members of the Resident Advisory Board. A following is list of Section 8 participants who were notified by mail of the RAB meeting scheduled on April 12, 2007.

Aguilar, Carman

Anderson, Sean

Crump, Jeanette

Dingman, Mary

Doran, Keri

Estrada, Guadalupe

Gass, Tammy

Hall, Ed

Hamilton, Rachel

Navarro-Cerina, Anita

Pino, Miriam

Spears, Corlelia

Thomas, Rose

Vierra, Gordon

Von Koenig, Frances

Waldrop, Tammy

Wright, Robyn

Worthy, Renee

Despite outreach to 18 tenants, only Mr. Ed Hall attended the meeting.

Agenda for the April 12, 2007 meeting

1. Roll Call
- 2) Role of the Advisory Board
- 3) CDBG Annual Action Plan
- 4) PHA Plans
 - Five Year Plan for FY 2007-2010
 - Annual Agency Plan for FY 2007-2008
- 5) NOFA for FSS and Homeownership Coordinator Positions
- 6) Proposed revisions to the Section 8 Administrative Plan
- 7) Adjournment

Comment from the RAB meeting:

"This meeting was very productive. I concur with the proposed and current changes that will have a positive impact on the participants on Section 8. In summary, self-sufficiency is most essential in our today's society. Thank you and keep up the good work." ~ Ed Hall

Attachment I ~ City Council Resolution

FAIRFIELD HOUSING AUTHORITY

RESOLUTION NO. HA2007 - _____

RESOLUTION OF THE FAIRFIELD HOUSING AUTHORITY APPROVING THE FAIRFIELD HOUSING AUTHORITY ANNUAL AGENCY PLAN FOR FY 2007-2008

WHEREAS, in order to receive Section 8 funding from the U.S. Department of Housing and Urban Development, the Fairfield Housing Authority must submit an approved Annual Agency Plan for Fiscal Year 2007-2008 to the U.S. Department of Housing and Urban Development; and

WHEREAS, a public comment period was advertised and observed beginning on March 13, 2007, and a Public Hearing was held on April 17, 2007, to obtain public comments on the Annual Agency Plan for fiscal year 2007-2008.

*NOW THEREFORE, BE IT RESOLVED BY THE FAIRFIELD HOUSING
AUTHORITY, THAT:*

1. The Fairfield Housing Authority Annual Agency Plan for FY 2007-2008, is hereby approved and accepted.
2. The Executive Director or the acting Executive Director is hereby authorized and directed to do all actions required to submit the Fairfield Housing Authority Annual Agency Plan for fiscal year 2007-2008 to the U.S. Department of Housing and Urban Development.

PASSED AND ADOPTED this _____ day of _____, 2007,
by the following vote:

Attachment J ~ Public Comment Period

PUBLIC NOTICE

**City of Fairfield
Public Hearing and Public Comment Period for the
Proposed CDBG Annual Action Plan FY 2007-2008**

The City of Fairfield hereby notifies the general public of the proposed Community Development Block Grant (CDBG) Annual Action Plan for FY 2007-2008. The City of Fairfield is required to submit this plan to the U.S. Department of Housing and Urban Development in order to receive annual funding as a CDBG entitlement city. The proposed plan is available for a public review and comment period beginning April 3, 2007. The plan will be available on the city website, www.ci.fairfield.ca.us, and at the following locations:

Fairfield Housing Authority, 823-B Jefferson St., Fairfield, CA,
City Hall at the Mall, Solano Mall 1350 Travis Blvd., Fairfield, CA
Fairfield City Clerks office, 1000 Webster St., Fairfield, CA
Fairfield Civic Center Library, 1150 Kentucky St., Fairfield, CA
Fairfield Transportation Center, 2000 Cadenasso Dr., Fairfield, CA

The CDBG Annual Action Plan for FY 2007-2008 is scheduled for presentation to the Fairfield City Council at a Public Hearing on May 1, 2007 at 7:00 p.m., at the City Council Chambers, 1000 Webster Street, Fairfield, CA.

For more information, please contact Lee A. Evans, Management Analyst, at (707) 428-7438, or direct written comments addressed to the Fairfield Housing Authority, 823-B Jefferson Street, Fairfield, CA 94533.

(TO BE PUBLISHED ON: Sunday, April 1, 2007)

BILL TO: CITY MANAGER'S OFFICE

The Fairfield Housing Authority did not receive any comments during the public comment period.

PHA Plan

20. Table Library

Component 7

Capital Fund Program Annual Statement Parts I, II, and II

~Not Applicable~

~~Annual Statement~~

~~Capital Fund Program (CFP) Part I: Summary~~

Capital Fund Grant Number _____ FFY of Grant Approval: (MM/YYYY) _____

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504-Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy-Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

~~Optional Table for 5-Year Action Plan for Capital Fund (Component 7)~~**~Not Applicable~**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years			

Optional Public Housing Asset Management Table**~Not Applicable~**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III -Component 7a-	Development Activities -Component 7b	Demolition / disposition -Component 8	Designated housing -Component 9	Conversion -Component 10	Home- ownership -Component 11a	Other (describe) -Component 17